

SECRET

MEMORANDUM OF UNDERSTANDING
CONCERNING RESPONSIBILITIES IN CONNECTION
WITH THE HEADQUARTERS HELIPORT

1. The Office of Security (OS) will be responsible for overall coordination and for ground operations support for helicopter flights to and from the Headquarters heliport. This will include:

- a. Requesting ground transportation from the Office of Logistics (OL).
- b. Providing and positioning of necessary security guards.
- c. Furnishing security escorts for passengers to and from the Headquarters heliport as required.
- d. Vehicular traffic control at the Headquarters Building compound.
- e. Arranging for necessary firefighting equipment, its positioning and related procedures and operations.
- f. Coordination with OL on matters of mutual interest.
- g. Liaison with local police and fire departments as required.
- h. Liaison with pilot of aircraft while on the ground at Headquarters heliport.
- i. Providing a degree of emergency illumination in case of power failure by positioning vehicles and hand lanterns at the heliport.
- j. Contacting appropriate control tower for aircraft diversion in event of emergency or adverse conditions.
- k. In the event of emergency or accident, contact:
 - (1) Office of Medical Services (OMS) for medical or ambulance service or hospitals as required.
 - (2) The Assistant to the Director of Central Intelligence concerning press and/or news media representatives.
- l. Designation of a central point of contact in OS concerning OS responsibilities.

OL 6 5869

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

SUBJECT: Memorandum of Understanding Concerning Responsibilities
in Connection with the Headquarters Heliport

2. In coordination with OS, OL will be responsible for logistical support and maintenance of the Headquarters heliport. This will include:

- a. When requested, arranging for helicopter flights.
- b. Furnishing ground transportation as requested to and from the heliport.
- c. Arranging for necessary heliport maintenance, repair, and alterations.
- d. Providing for procurement, maintenance, and repair of Agency firefighting equipment as requested.
- e. Coordinating with OS on matters of mutual interest.
- f. Designating a central point of contact in OL concerning OL responsibilities.

3. Any required functions not included herein will be handled in accordance with the basic responsibilities of our respective offices.

APPROVAL:

25X1A

Signed:

for George E. Maloon
Director of Logistics

26 AUG 1966

Date

25X1A

Howard J. Osborn
Director of Security

2 SEP 1966

Date

SECRET

☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☒ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Memorandum of Understanding Concerning Responsibilities in Connection with
the Headquarters Heliport

FROM:

Director of Logistics
1206 Ames Building

EXTENSION

2551

NO.

DATE

26 AUG 1966

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1.

Director of Security
4E-60 Hqs.

25X1A

7/4/66

2.

3.

Director of Logistics
1206 Ames Building

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Pursuant to discussions between [] of your office and [] of my Staff, I am forwarding for your review and signature a proposed position concerning our respective responsibilities in connection with the operation and maintenance of the Headquarters heliport.

Att
Memo of Understanding

25X1A

[]
Chief of the Building Security Br. of the Physical Security Division, is designated as the central point of contact concerning Office of Security responsibilities in connection with the Headquarters Heliport.

25X1A

UL 6 386